Erie County Technical School

8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, April 25, 2013

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:00pm.

Moment of Reflection and Pledge of Allegiance

Roll Call

Marcia Jones, Secretary, called the roll:

Committee members:	District:	Present	Absent
Andrew Foyle	Fairview	x	
John Ogden	Fort LeBoeuf	x	
John Hughes	Girard	x	
James Bucksbee	General McLane	x	
Barbara Gainer	Harbor Creek		x
Brian Rogala	Iroquois	x	
John DiPlacido	Millcreek	x	
David Rodgers	North East	x	
Sam Ring	Northwestern		x
Jennifer Gourley	Union City	x	
Eric Duda	Wattsburg	X	

Administrators:	Position:	Present	Absent
James Tracy	Superintendent of Record	x	
Aldo Jackson	Director	x	
Timothy Sennett	Solicitor	x	
Joseph Tarasovitch	Principal	x	
Marcia Jones	Business Manager	x	
Natalie Fatica	Human & Quality Resources Coordinator	x	
Del VonVolkenburg	Facilities Manager	x	
Jeff Smith	Technology Manager	x	
Pat Holland	Supervisor of Student Services	x	
Jan Kennerknecht	Supervisor of Student Services	x	

Meeting Minutes

Minutes of March 28, 2013

Motion to accept the minutes of the March 28, 2013 meeting as presented
Moved for approval by Rodgers with second by Ogden
The motion is approved with an all "ayes" voice vote
(Copy is filed with the official minutes)

Mr. Sam Ring arrived at 7:03pm

Guests and Public Comment

Guests signed in and present: Elaine Shaffer, Sherry States, Bob Craft, Mariea Sargent, Dave Yanosko, Charlie Lytle, Alexandria Gourley, Sandra Carr, and Rosanne Gangemi

- Charlie Lytle expressed his support of keeping the Construction Trades program a two teacher lab and handed out calculations he performed on the costs of a one and two teacher lab
  (Copy filed with official minutes)
- Bob Craft announced the National Technical Honors Society Induction Ceremony will be on May 7, 2013

Correspondence

- PSBA-Value of Membership
  (Copy filed with official minutes)

Business

Report - Business Manager – Marcia Jones
(Copy filed with the official minutes)

Financial Reports, Payments and Invoices

Motion to approve the following reports, payments and invoices, as presented:

- Revenue and Expenditure Reports: March 2013
  - General Fund
  - Food Service Fund
  - Capital Reserve Fund
  - Student Activities Report
- Checks and Invoices:
  - General Fund Checks and Wire Transfers: $294,145.16
  - Invoices Payable: $72,694.68
  - Food Service Fund Checks and Wire Transfers: None
  - Invoices Payable: $3,030.67
  - Capital Projects Fund Checks and Invoices: None
  - Student Activity Fund Checks and invoices: $184.00
- VISA procurement card payment:
  - March: $46,706.69

- Treasurer's Report: March 2013
- General Fund – Budget Transfers –None

All business items moved for approval by Ring, with a second by Duda
The motion is approved with an all "ayes" voice vote
(Copy of each item is filed with the official minutes)

Human and Quality Resources

Report—Coordinator of Human and Quality Resources – Natalie Fatica
(Copy filed with the official minutes)

Retirement-Palo

Motion to accept the retirement of Patricia Palo, Guidance Coordinator, effective June 6, 2013
Moved for approval by Ogden, with a second by Ring
The motion is approved with an all "ayes" voice vote

Regular Employment Status-Gorton and Mysnyk

Motion to grant regular employment status to Lisa Gorton and Christine Mysnyk effective April 18, 2013 at the rate of $13.88 per hour
Motion for approval by Duda, with a second by Foyle
The motion is approved with an all "ayes" voice vote

Superintendent of Record-Downie

Motion to appoint Dr. Karen Downie as the Superintendent of Record for the 2013-2014 school year and to be paid a stipend of $3,000
Moved for approval by Ring, with a second by Foyle
The motion is approved with an all "ayes" voice vote

Seasonal Help-Moore

Motion to hire Shaa Moore as seasonal help at the rate of $8.00 per hour beginning on or after May 1, 2013
Moved for approval by Ring, with a second by Duda
The motion is approved with an all "ayes" voice vote

RCTC Instructor-Carson

Motion to employ Richard Carson at the rate of pay of $35.00 per hour as a RCTC Instructor
Moved for approval by Foyle, with a second by Rodgers
The motion is approved with an all "ayes" voice vote

Operations

Administrative Reports

- Superintendent Report– James Tracy

- Director Report — Aldo Jackson
- Solicitor Report — Timothy Sennett-stated he had reviewed the Transition Center Operating Agreement and Lease Agreement
- High School Principal Report — Joe Tarasovitch
- Facilities Report — Del VonVolkenburg
- Technology Report — Jeff Smith
- Instructional Support Services Reports - Jan Kennerknecht and Pat Holland

(Copy of each printed report is filed with the official minutes)

Staff Travel >400 miles (Polices: 331,431,531)-None

Student Field Trips and Fundraising, (Policy 121, 229, 230)

Field Trip-SkillsUSA

Motion to approve the field trip request from SkillsUSA to Kansas City, MO from June 24-29th for the National Competition
Moved for approval by Foyle, with a second by Ogden
The motion is approved with an all "ayes" voice vote

Facility Use Requests – Profit Making Organizations (Policy 707)-None

Other Operations-

Food Service Prices-2013-2014

Motion to set the Food Service prices as follows, effective August 27, 2013:

- Student breakfast-paid $1.25 not changed
- Student breakfast-reduced $0.30 not changed
- Student lunch-paid $2.05 change from $1.95
- Student lunch-reduced $0.40 not changed
- Adult breakfast $2.25 not changed
- Adult lunch $3.75 not changed

Moved for approval by Rodgers, with a second by Ogden
The motion is approved with an all "ayes" voice vote

Transition Center Operating Agreement

Motion to approve the revised Special Education Transition Center Operating Agreement effective July 2, 2013 through June 30, 2014, as presented and approved by the participating school districts
Moved for approval by Rodgers, with a second by Ring
The motion is approved with an all "ayes" voice vote
(Copy filed with official minutes)

Transition Center Lease Agreement

Motion to approve the Transition Center Lease Agreement effective July 1, 2013 through June 30, 2014, with a year to year continuation, as presented and approved by the participating school districts
Moved for approval by Foyle, with a second by Rodgers
The motion is approved with an all "ayes" voice vote
(Copy filed with official minutes)

Donation-Channellock

Motion to accept the donation from Channellock Inc for a variety of tools
Moved for approval by Ring, with a second by Foyle
The motion is approved with an all "ayes" voice vote

Donation-Parker Autoclave Engineers

Motion to accept the donation of binders from Parker Autoclave Engineers
Moved for approval by Ring, with a second by Foyle
The motion is approved with an all "ayes" voice vote

Donation-Zeyon Inc

Motion to accept the donation of steel from Zeyon Inc
Moved for approval by Ring, with a second by Foyle
The motion is approved with an all "ayes" voice vote

Construction Trades-Quota Reduction

Motion to reduce the quota for the Construction Trades program to 48 students beginning with the 2013-2014 academic year
Moved for approval by Rodgers, with a second by Foyle
The motion is approved by a roll call vote with eight (8) voting "Yes" (Foyle, Ogden, Bucksbee, Hughes, Rogala, Rodgers, Ring, and Gourley) and one (1) voting "No" (Duda)

Surplus-Welding Equipment

Motion to approve the listing of welding equipment as surplus and available for disposition
Moved for approval by Rodgers, with a second by Foyle
The motion is approved with an all "ayes" yes vote
(Copy of listing filed with official minutes)

Other Business

Board Action Items – log presented for review
Discussion of beginning the process for pursuing a new program for the 2014-2015 school year occurred
(Copy of list and actions filed with official minutes)

Cost per Program-Construction Trades
Strategic Plan 2007 to 2012
Career Street Portal
(Copies of each item filed with official minutes)

Supplemental Information

- JOC Member Attendance Report-prior 12 months
- Secondary Program Enrollment Report

- Transition Center Enrollment Report & Career Alternative Education Report
- Disabled Population by District
- Disabled Population by Program
- Business Contacts Report
- Work Experience Report
- Admissions Coordinator Report
- Pride Students of the Month-April 2013
- Statement of Financial Interests-Due May 1st
  (Copy of each supplemental item is filed with the official minutes)
- Next meeting: Thursday, May 23, 2013

Adjournment

Moved by Ogden to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 8:27pm.

Minutes prepared by,

Marcia D. Jones, Secretary
Joint Operating Committee